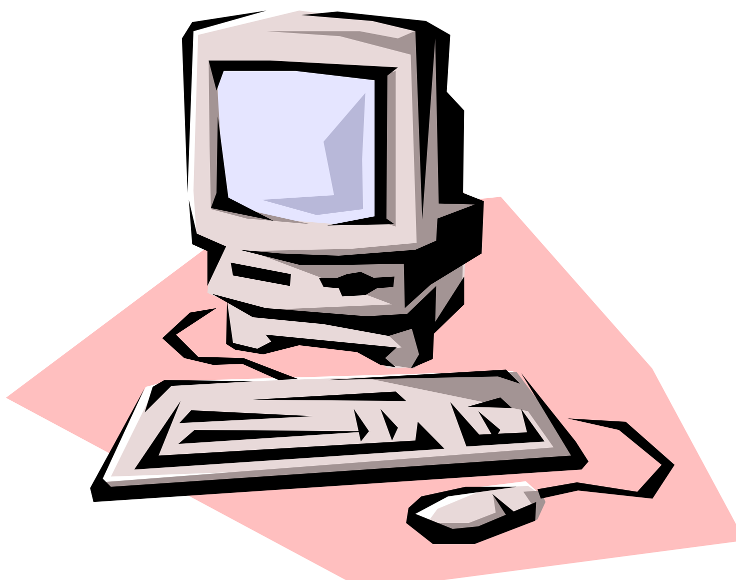
United States Department of Agriculture

CARDHOLDER PCMS USER'S GUIDE



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Latest Update Information

This update incorporates the change for PCMS Release 02.1 as follows:

The **Invoice Paid Date** field on the Card Transactions screen (Page II-7) will always be blank because this field is not currently being used. The change is identified by "►◄".

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SECTION I. INTRODUCTION

SOFTWARE INSTALLATION

PCMS software is accessed either through the USDA Procurement Internet web site at http://www.usda.gov/da/procure.html or directly through the USDA Intranet download site at http://www.hqnet.usda.gov/pcms.

NOTE: Before installing this software check with your Agency's procedures for software installation. Most agencies have their own distribution method for installing software.

Preparing for Software Installation

Before installing the software, be sure your computer has the following:

- Windows 95 or higher (Windows 3.1 is not supported.)
- Minimum of 16 MB RAM
- Minimum of 100 MB available on the hard drive
- Monitor Resolution of 800 x 600
- TCP/IP address compatible with current version of ORACLE TCP/IP and SQL*Net Version 2.1.4. Agencies must use FTS2000.
- Ability to connect to NFC UNIX server via USDA TCP/IP network
- ORACLE Discoverer 2000 for Windows for data query applications

PCMS Download Instructions

1. Using your Internet browser, go to the USDA Intranet site, http://www.hqnet.usda.gov/pcms.
2. Click on the appropriate PCMSv4.0 application to download. For most users this will be the pcmsv40_60.exe with ORACLE Forms 6.0.

   In selecting an application, you must know whether you have an ORACLE Forms package on your computer and if so, what type. If in doubt as to which PCMSv4.0 application to download, either ask your IT support personnel or refer to the TIP below to make the determination yourself.

   NOTE: For PCMSv4.0 Windows NT users only – The person logged on to the computer must be the System Administrator in order to install/uninstall PCMSv4.0.

FOR AGENCIES THAT USE ORACLE FORMS 6.0:

pcmsv40_60.exe
File size 53.7 MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

pcmsv40s_60.exe
File size 2.11 MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

FOR NT USERS ONLY:

pcmsv40_nt_60.exe
File size 62.0MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

pcmsv40s_nt_60.exe
File size 2.11MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

FOR AGENCIES THAT USE ORACLE FORMS 5.O USERS:

pcmsv40_50.exe
File size 23.3 MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

pcmsv40s_50.exe
File size 2.01 MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

FOR NT USERS ONLY:

pcmsv40_nt_50.exe
File size 23.5MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

pcmsv40s_nt_50.exe
File size 2.06MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

NOTE: The ORACLE Forms 5.0 version (without run-time) should be used only if other ORACLE Forms 5.0 applications exist on your computer.

3. From the File Download window, click on **save this program to disk** and press **[OK]**. Save the program to your **C:** drive (recommend C:\Download). Note where you saved the application.
4. If the Download Complete window appears, press **[Close]**.

TIP:

Determining Whether You Have An ORACLE Forms Package:

1. Using Windows Explorer, click on your **C:** drive.
2. Look on your C: drive to see whether you have an **Orawin** or **Orawin95** folder. If you do not, go ahead and load pcmsv40_60.exe. Otherwise, go to step 3.
3. Double-click on either the **Orawin** or **Orawin95** folder.
4. Look to see whether you have a **Forms50** or **Forms60** folder. If you have Forms50, download pcmsv40_50.exe or pcmsv40s_50.exe. If you have Forms60, download pcmsv40_60.exe or pcmsv40s_60.exe.

NOTE FOR NT USERS: All Rural Development, NRCS, and FSA users, read the "NT README FILE" located at the USDA Intranet site, http://www.hqnet.usda.gov/pcms. For any other agencies using NT, look on your C: drive to see whether you have an NT Orawin folder. If you do not, go ahead and load pcmsv40_nt_60.exe. If you do have an NT Orawin folder, see whether you have a Forms50 or Forms60 folder. If you have Forms50, download pcmsv40_nt_50.exe or pcmsv40s_nt_50.exe. If you have Forms60, download pcmsv40_nt_60.exe or pcmsv40s_nt_60.exe.

PCMS Installation Instructions

1. Open Windows Explorer.
2. Double-click on the folder in your **C:** drive where the application file was saved.
3. Double-click on the self-extracting application file, **pcmsv40(_60 or _50), pcmsv40s(_60 or _50), pcmsv40_nt(_60 or _50), or pcmsv40_nt(_60 or _50)**, you downloaded.
4. From the WinZip Self-Extracting File window, unzip the file to **C:** and press the **[Unzip]** button. Enter the unzip password, **pcit**, and press **[OK]**. When unzip is complete, press **[OK]** and then **[Close]**.
5. Press **[F5]** to refresh Windows Explorer, locate **C:\pcmsv40(_60 or _50), pcmsv40s(_60 or _50), pcmsv40s_nt(_60 or _50), or pcmsv40s_nt(_60 or _50)**, and double-click on it. Click on **Disk 1** and then double-click on the **Setup** application (will appear as either **Setup** or **Setup.exe**) to install the software.
6. Enter the following screen responses to proceed with the installation process. Note that the items marked in *italics* are additional actions pertaining only to pcmsv40s.

{PRIVATE}Screen	**Response**
InstallShield Welcome	Press [Next].
License Agreement	Press [Yes].
Customer Information	*Enter "1" in Serial field. Press [Next].*
Choose Destination Location (C: drive)	Press [Next].
Setup Type (Typical)	*Press [Next].*
Select Program Folder (Purchase Card Management System should be selected.) *(PCMSv40s)*	Press [Next].
Start Copying Files	Press [Next].
InstallShield Wizard Complete	Press [Finish].

7. Click on **File>Close** to close Windows Explorer.
8. From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0** to access the application and verify installation after the completion of the installation process.
9. Return to Windows Explorer. Go to the **C:** drive and the folder in which you initially downloaded the **pcmsv40(_60 or _50), pcmsv40s(_60 or 50), pcmsv40_nt(_60 or _50), or pcmsv40_nt(_60 or _50)** application from the Intranet (e.g., C:\Download\pcms40_60.exe) and delete it, as well as the folder to which the files were unzipped (e.g., C:\pcmsv40_60). When the Confirm File Delete window appears, ignore the message and press **[Yes]**.
10. Click on **File>Close** to close Windows Explorer.

Shortcut/Desktop Icons

Follow these instructions after you have successfully installed PCMSv4.0 on your computer, and <u>only</u> if you want shortcut icons on your desktop.

NOTE: If after completing these instructions you receive the **"invalid userid/password"** message when attempting to log on to PCMS, you may need to contact your Departmental Program Coordinator (DPC) or Agency Program Coordinator (APC) to have your password reset.

Create a new shortcut:

1. From your Desktop, press **Start>Settings>Taskbar & Start Menu**.
2. In the Taskbar Properties window, click **Start Menu Programs**, and then press **[Advanced]** under *Customize Start Menu*.
3. In the Exploring window, double-click **Programs** located to the left under *Folders*.
4. Double-click **Purchase Card Management System Ver 4.0**.
5. Click the **right mouse button** on **PCMSv4 Prod**, and then select **Copy**. Minimize your Windows Explorer window.
6. Move your mouse to your desktop, click the **right mouse button**, and then select **Paste**. The PCMSv4 Prod icon will appear on your desktop.

7. Close your Windows Explorer window, right click your mouse on the minimized Explorer window at the bottom of your desktop, and select **Close**.
8. Press **[OK]** on the Taskbar Properties window.

Uninstalling PCMSv4.0

From your desktop, click on **Start>Settings>Control Panel**. Double-click on **Add/Remove Programs**. The *Add/Remove Programs Properties* window opens. The *Install/Uninstall* tab lists all programs that can be automatically uninstalled. Use the scroll bar to the right of the program listing to locate and select **Purchase Card Management System Ver 4.0**. Press **[Add/Remove]** to launch the uninstall process. A *Confirm File Deletion* dialog box appears. Press **[OK]** to remove the application. The *Maintenance Complete* box appears. Press **[Finish]** to complete the uninstall process. Press **[OK]** to close the *Add/Remove Programs Properties* sheet.

NOTE: Uninstalling PCMSv4.0 will disable other ORACLE applications. Either reinstall PCMSv4.0 or the ORACLE application(s) to restore operability.

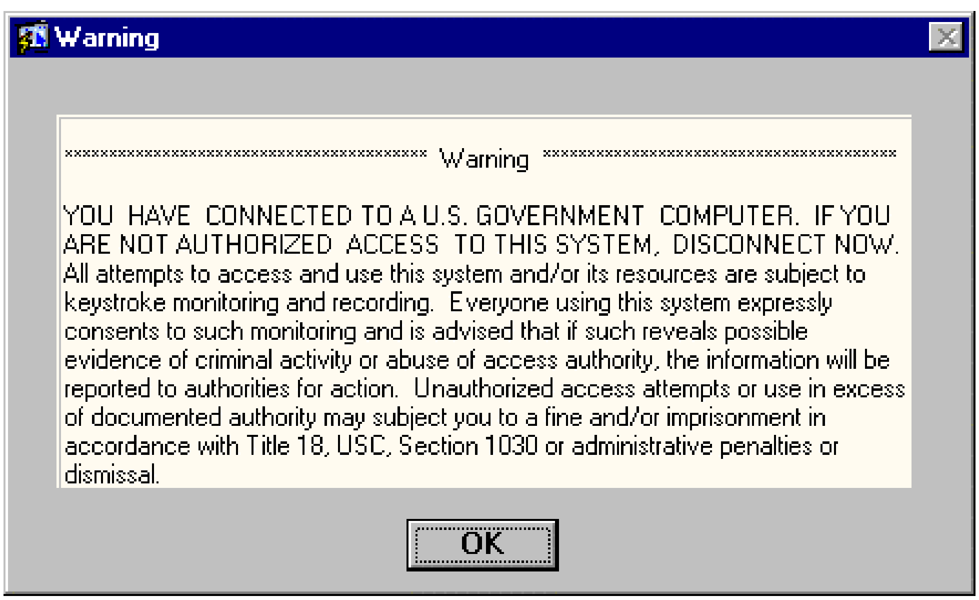
LOGGING ON/OFF PCMS

To access PCMS,

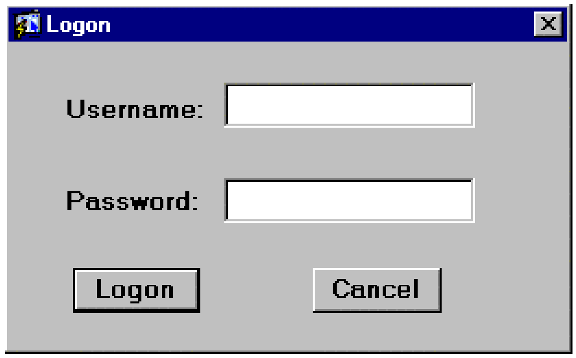
1. Double-click on the **PCMSv4 Prod** icon located on your desktop.

   Or

   From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0>PCMSv4 Prod**.
2. The WARNING popup window appears. Read the message and press **[OK]**.



3. The Logon popup window appears.



Enter your **USERNAME** and **PASSWORD** and press **[Logon]**. Your LAPC will provide you with this information. Use your **mouse** or press **[Tab]** to move between fields.

Fieldname	Description
Username	Alphanumeric field, maximum of 20 positions (e.g., FS4003)
Password	Alphanumeric field, 6 to 20 positions (e.g., PCMS123)

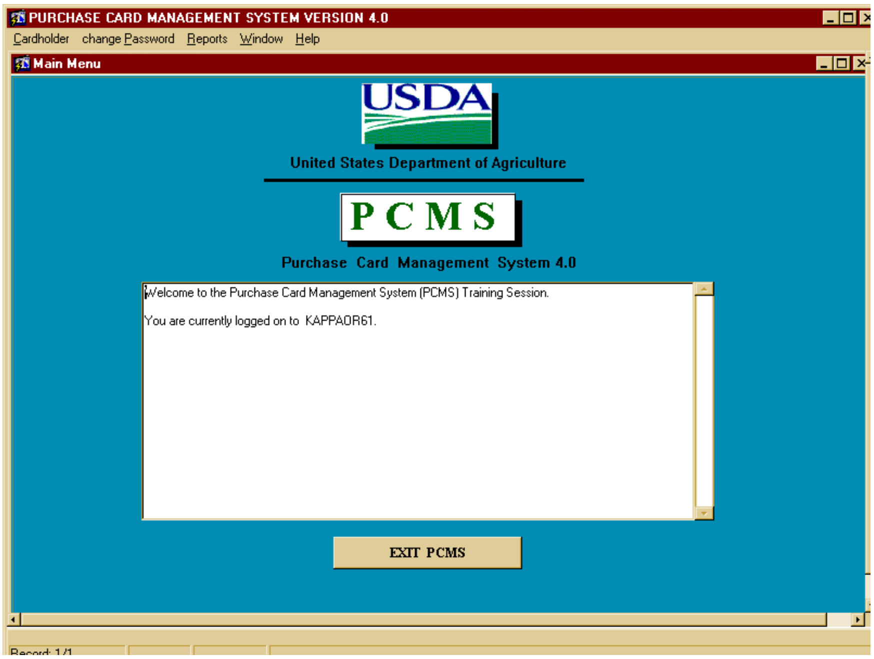
Every 90 days your password expires and must be changed. For instructions on changing passwords, refer to *Change Password* in this section. NOTE: If your password is within five days of expiring, a notification message will appear every time after you log in to PCMS up until the expiration date.

After you successfully log on, the PCMS Main Menu appears.

To exit PCMS, press **[Exit PCMS]** from the Main Menu.

PCMS MAIN MENU

After logging onto PCMS, the PCMS Main Menu appears:



Menu Bar

Cardholder

Used to add, modify, and view user messages and purchase card/cardholder data; reconcile purchase card transactions; and add, modify, and view cardholder profile accounting data. Refer to the *Cardholder Maintenance* section for complete details in using all sub-options listed under Cardholder.

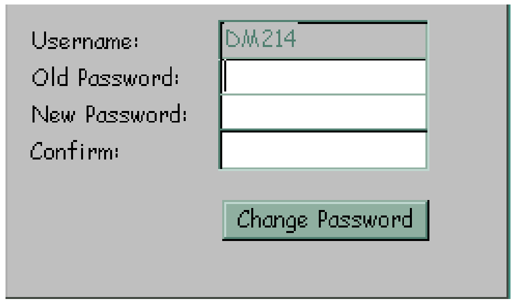
Reports

Reports is used to generate the Cardholder Report. For the cardholder, the Cardholder Report generates a listing of all transactions for that cardholder's account for a specified time period. Refer to the *Oversight Tools* section for complete details.

Change Password

This option allows you to change your system password.

From the PCMS Main Menu, select **Change Password** from the menu bar at the top of the screen. The following popup widow appears:



Your assigned username is displayed. Type your old password and then your new one.

The following are the requirements for the password:

- ♦ A password is 6 - 20 alphanumeric positions
- ♦ Must start with an alpha character
- ♦ Cannot contain spaces
- ♦ Must be different by at least 3 characters from the previous password

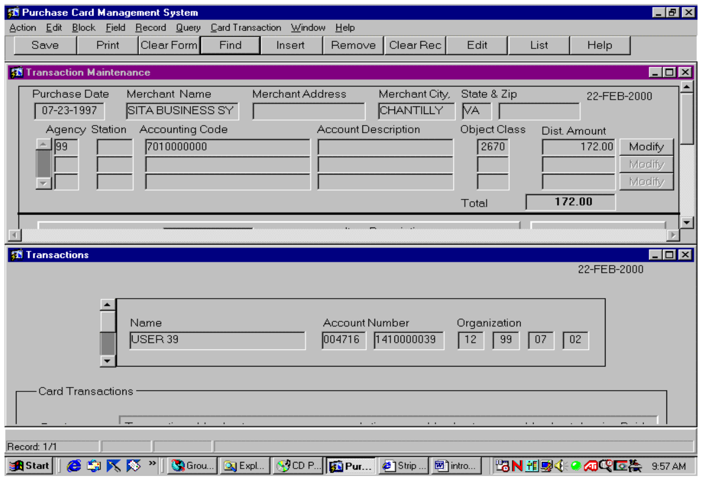
Type the new password once again to confirm you've entered it correctly. Note that the passwords will appear as asterisks. Press **[Change Password]**. Your new password will be in affect the next time you log on to PCMS.

Contact your Local Agency Program Coordinator (LAPC) to reset your password if either of the following situations occur:

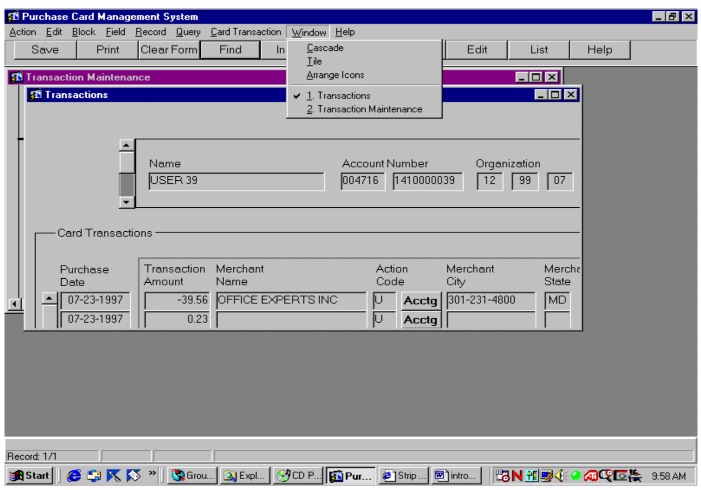
- ♦ The 90 days has expired and you didn't change your password
- ♦ Entered your username and password three times unsuccessfully
- ♦ Receive message that username and/or password are invalid

Window

This feature allows you to rearrange open windows so that they are visible simultaneously (Example 1 below) or to retrieve a window that you have opened during the current PCMS session (Example 2).



Example 1



Example 2

The Window option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Window:

Sub-Option	Description
Cascade	Used to arrange all open window in an overlapping format so that each title bar is visible (Example 2 above).
Tile	Used to automatically resize all open windows and arrange them to fit next to each other on the desktop (Example 1 above).
Arrange Icons	Used to arrange icons along the lower edge of the desktop.

Help

The Help option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Help.

Sub-Option	Description
Keys	Certain keys and combination of keys are used to perform functions in PCMS (e.g., move the cursor, enter and modify data, or initiate commands to the computer). These keys may be different on different computers. To help you determine the correct keys to perform functions on your computer, PCMS provides a keyboard map that lists function names and the associated keys.
List	Used to activate a list of values, if there is one available for this field.
Display Error	Used to display error information and/or advanced help information, if available, for the field where the last error occurred.
Debug	Reserved for programmer use only.

Bulletin Board

The bulletin board, located in the center of the main menu screen, provides up-to-date news about PCMS (e.g., system upgrades and downtime, notification of specific system problems). The Departmental Program Coordinator (DPC) is responsible for the posting of all messages to the bulletin board.

COMMAND BAR

The command bar displays a row of command buttons that are used to initiate or confirm actions in PCMS. In PCMS these command buttons are located at the top of each screen.

Below is a description of each command button on the command bar.

Command	Description
Save	Enters into the database all changes to a screen.
Print	Writes the current window to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in all blocks of the form.
Find	Activates a search. Press once to initiate the query mode. This allows you to enter a specific value in a designated query field for a search. Press a second time to activate the search. NOTE: Some screens, upon initial opening, either activate a search based on the logon id or are already in the initial query mode and you just need to enter the data to be queried on and press [Find].
Insert	Inserts a new record after the current record.
Remove	Removes a line of accounting in the Profile Accounting screen.
Clear Rec	Removes the current record from the current block, reversing any unsaved (i.e., uncommitted) changes made to that record. A cleared record is **not** deleted from the database.
Edit	Displays the Editor popup window, allowing you to edit a field.

Command	Description
List	Displays a list popup window for selecting valid field entries.
Help	Displays a brief message about the current field. This button is currently inactive.

SYSTEM EDITS

All entries in the system are subject to front-end system edits. If an error occurs, or if required data is omitted, an edit error message is displayed at the bottom of the window. All errors must be corrected before the database is updated.

USING FORMS

PCMS also uses data entry screens that are referred to as forms. Forms consist of an array of **fields** that are used to enter, update, and query data in the database.

Fields may appear in any type of window. Editable fields are white; non-editable fields are shaded gray.

Date fields in PCMS use the mm-dd-yyyy format (e.g., 09-30-1999).

Forms Menu Bar and Pull-Down Menus

Most forms windows display a common menu bar that provides options with pull-down menus for performing data query and entry functions. Each option on the menu bar is listed below with a description of each pull-down option.

Option/Sub-Option	Description
Action	
Clear All	Used to clear all records from the current block and create a new record.
Save	Used to enter into the database all new or modified data entered on the form.
Print	Used to write the current window to a file, asking if you want to print it.
Exit	Used to exit the current form and return to the system command prompt.
Edit	
Cut	Used to cut an area of text after it has been selected.
Copy	Used to copy an area of text after it has been selected.
Paste	Used to paste text in paste buffer at current cursor location.
Edit	Used to display a popup window in which the operator can edit a field.

Option/Sub-Option	Description
Block	
Previous	Used to move the cursor to the previous block in the form that contains at least one entry field.
Next	Used to move the cursor to the next block in the form that contains at least one entry field.
Clear	Used to clear all data from the current block.
Field	
Previous	Used to move the cursor to the previous entry field in the current record.
Next	Used to move the cursor to the next entry field in the current record.
Clear	Used to clear the content of the current field beginning at the current cursor position. If the cursor is to the right of all the characters in the field, [Clear Field] clears the field.
Duplicate	Used to copy the field value from the same field of the previous record into the current field.
Record	
Previous	Used to move the cursor to the previous record in the current block.
Next	Used to move the cursor to the next record in the current block.
Scroll Up	Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.
Scroll Down	Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.
Clear	Used to remove the record from the current block, reversing any uncommitted changes made to the record. A cleared record is not deleted from the database.
Remove	Used to delete the retrieved record from the window and from the database. Records are not permanently deleted until you commit your changes to the database.
Insert	Used to insert a new record after the current record.
Duplicate	Used to copy a new record after the current record.
Lock	Used to lock a record so that another user cannot change the record while you are updating it. [Lock Record] does not allow you to enter or change any data in a field that is protected against entry or update.

Option/Sub-Option	Description
Query	
Enter	Used to clear the current block and allows you to enter query criteria.
Execute	Used to clear the current block and retrieve all the records from the database table referenced by the block.
Last Criteria	Used to display the query criteria last used.
Cancel	Used to terminate query processing.
Count Hits	Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.
Fetch Next Set	Used to retrieve the next set of records into the current block from records that satisfy an active query.
Card Transaction *(This option is on the Transactions menu bar only.)*	
View Transactions	Used to display the Transactions Window.
Maintain Transactions	Used to display the Maintain Transactions Codes window.
Maintain Disputes	Used to display the dispute Maintenance window.

Moving Through a Form

Moving From Record to Record. After you retrieve records from the database, you can use **Record>Next**, **Record>Previous**, or use the mouse with the scroll bar to the left of the screen to view them.

Moving From Field to Field. To move the cursor from one field to another, use **Field>Next**, **Field>Previous**, press **[Tab]** ([Shift]+[Tab] to go back), or use the mouse.

Executing a Query

Retrieving information from the database is called executing a query. You can enter a query using the features described below.

Retrieving All Records. Press **[Find]** twice to query all records attached to the user id used to log into PCMS. Use the scroll bar to the left of the screen to view each record.

Retrieving Specific Records. Press **[Find]**, type the values you want to match in the appropriate fields, and press **[Find]** again. Use the scroll bar to the left of the screen to view each record.

Using the Wildcard (%) with the [Find] Function

If you are not sure of the value (e.g., name), you search for it using the wildcard (%) with the [Find] function. The [Find] function allows you to search for a specific value by entering a partial value in the field along with a wildcard (e.g., searching on the LAST NAME field, you could query with the wildcard three different ways: %MITH, SMIT%, %MIT%). The screen will populate with all records matching your search criteria along with an active scroll bar allowing you to scroll through the records until you find the correct record.

Listing Valid Field Values

Some fields in the PCMS entry windows have lists from which the user may select valid field entries. If <*List of Values*> is displayed in the lower right corner of the window, there is a list available for the field in which the cursor is currently located. To access the list, press **[List]** on the command bar. A list popup window appears displaying all appropriate choices for the specific field. Scroll to highlight the item you want to select and press **[OK]**. The value appears in the applicable field.

Acknowledging Edit Alerts

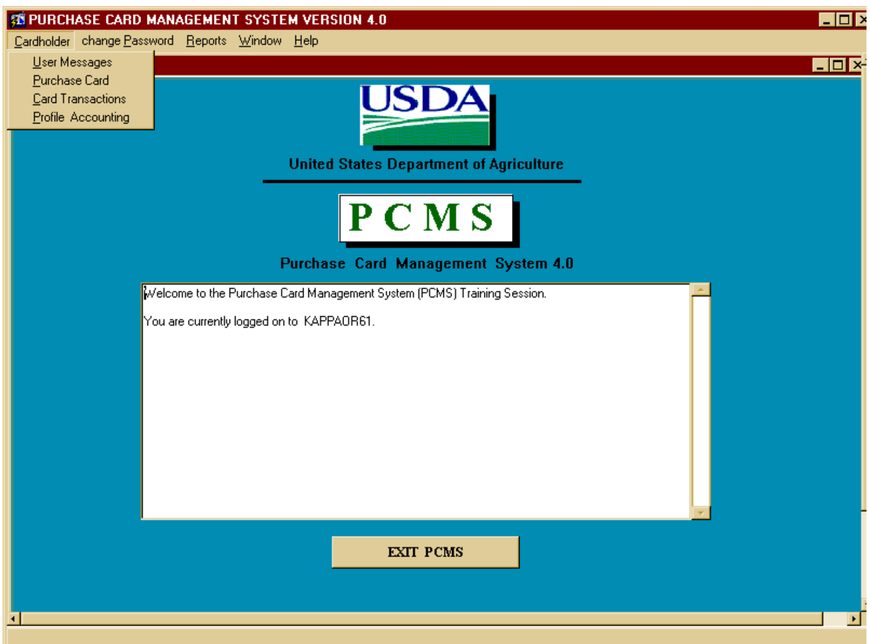
PCMS edit alerts appear as two types of popup windows that partially overlay the current window. To respond to the first type of edit alert, select the appropriate answer (*Yes*, *No*, or *Cancel*). For the second type, for which **[OK]** is the only response, you must press **[OK]** to acknowledge that you have read the message.

SECTION II. CARDHOLDER MAINTENANCE

CARDHOLDER MENU

Cardholder provides a drop-down menu of options for PCMS cardholders to reconcile accounts and perform related functions.

After this menu option is selected, the Cardholder drop-down menu displays four sub-options:



Below is a brief description of each option:

User Messages. Provides notification to cardholders about specific transaction problems.

Purchase Card. For cardholders to view their purchase card account data.

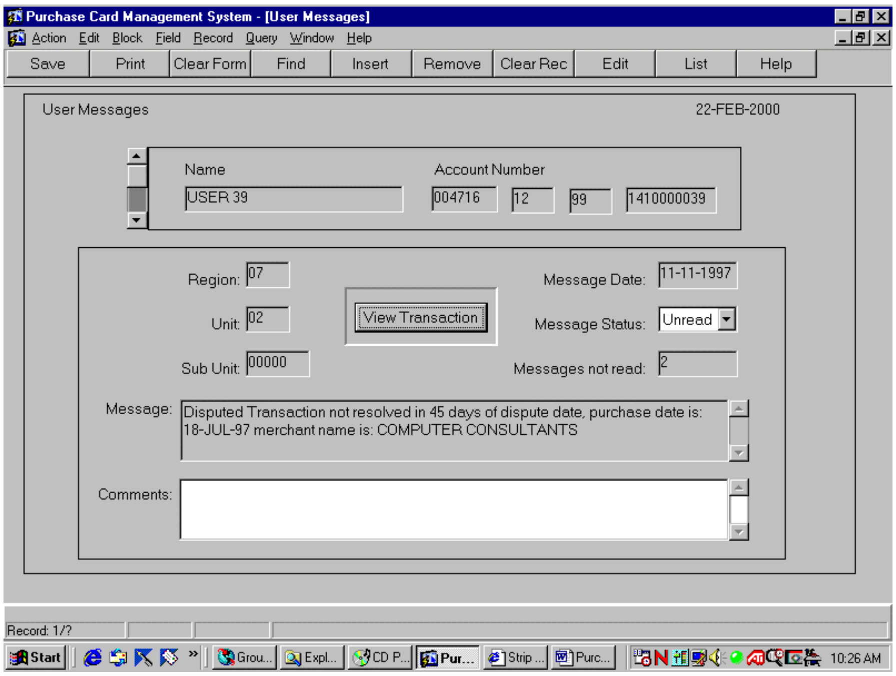
Card Transactions. For cardholders to reconcile, and dispute, their purchase card transactions.

Profile Accounting. For cardholders to view, add, and modify their profile accounting data.

USER MESSAGES

The User Messages screen features the alerts provided by PCMS for cardholders to regularly monitor in order to provide oversight to their accounts and transactions. Your LAPC will receive a copy of every alert sent to you. For complete details on handling alerts refer to *Oversight Tools*.

When this sub-option is selected, the User Messages screen appears.



The following is a brief description of each field:

Fieldname	Description
NAME	The cardholder's name as it appears on the purchase card. (Query field.)
ACCOUNT NUMBER	This field contains four parts: • The cardholder's program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the purchase card account number (Each part of this field can be queried.)
REGION	The second position in the agency organizational structure code for that cardholder. (Query field.)
UNIT	The third position in the agency organizational structure code for that cardholder. (Query field.)

Fieldname	Description
SUB UNIT	The fourth position in the agency organizational structure code for that cardholder. (Query field.)
MESSAGE DATE	The date of the message.
MESSAGE STATUS	The message status: *Unread* or *Read*. Select the appropriate status from the message status pull-down menu. (Query field.)
MESSAGES NOT READ	The number of messages not read.
MESSAGE	Alerts and statistical sampling messages appear here. Refer to *Reading Messages* below and to *Oversight Tools* in the next section for further details.
COMMENTS	Cardholder enters any comments as to the resolution of an alert. (Entry field.) (Alphanumeric, 210 positions)
[View Transactions]	Press to respond to alerts on transactions. This button will work only if the system has generated a transaction alert message. For details, see *Oversight Tools* in the next section.

Querying Messages

There are four ways to query user messages:

1. When you access User Messages, the system will automatically query all unread messages for the Cardholder user id that was used to log into PCMS.
2. To query all messages, read and unread, press **[Find]** twice. Read messages will appear first.
3. To retrieve a specific message or group of messages, press **[Find]**. Enter data into any one of the fields listed in the table above as a query field for a specific search and press **[Find]**.
4. To query Read or Unread messages only, press **[Find]**, change **MESSAGE STATUS** to **Read** or **Unread**, and press **[Find]** again.

Reading Messages

User Messages detail the alerts setup in PCMS to aid the cardholder in ensuring the accuracy of their transactions and to prevent fraud, waste, and abuse. Refer to *Oversight Tools* for details in responding to these alert messages.

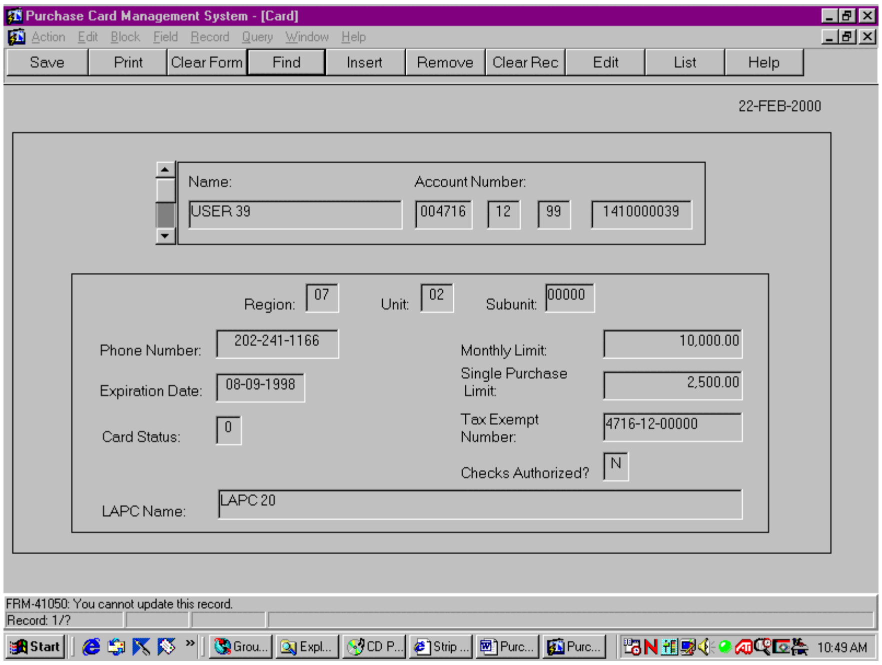
After querying the messages, the scroll bar will become active if there is more than one message. Click on the scroll bar to the left of the NAME field to view each message. After responding appropriately to a user message, click the **[*Down Arrow*]** next to "Unread" in the **MESSAGE STATUS** field and select **Read**. Enter any details (if appropriate) pertaining to the message in the **COMMENTS** field. Press **[Save]**.

To return to the PCMS Main Menu, select **Action>Exit**.

PURCHASE CARD

The Purchase Card screen is used to provide a quick view of the cardholder's purchase card data. This is a view only screen.

When this sub-option is selected, the Purchase Card screen appears.



The following is a brief description of each field:

Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account).
ACCOUNT NUMBER	This field contains four parts: • The cardholder's program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the purchase card account number (Each part of this field can be queried.)
REGION	The second position in the agency organizational structure code for that cardholder. (Query field.)
UNIT	The third position in the agency organizational structure code for that cardholder. (Query field.)

Fieldname	Description
SUB UNIT	The fourth position in the agency organizational structure code for that cardholder. (Query field.)
PHONE NUMBER	The cardholder's business phone number. (Query field.)
MONTHLY LIMIT	The cardholder's monthly limit. The maximum amount the cardholder can spend in one month. (Query field.)
EXPIRATION DATE	The expiration date of the cardholder's account.
SINGLE PURCHASE LIMIT	The cardholder's single purchase limit. (Query field.)
CARD STATUS	The card status: A = Active 0 = Active D = Deleted
TAX EXEMPT NUMBER	The tax exempt number for the department. (Query field.)
CHECKS AUTHORIZED?	Indicates whether the cardholder is authorized to have checks. Y = Yes N = No
LAPC NAME	The Local Agency Program Coordinator's name attached to the cardholder's record.

Querying a Cardholder Record

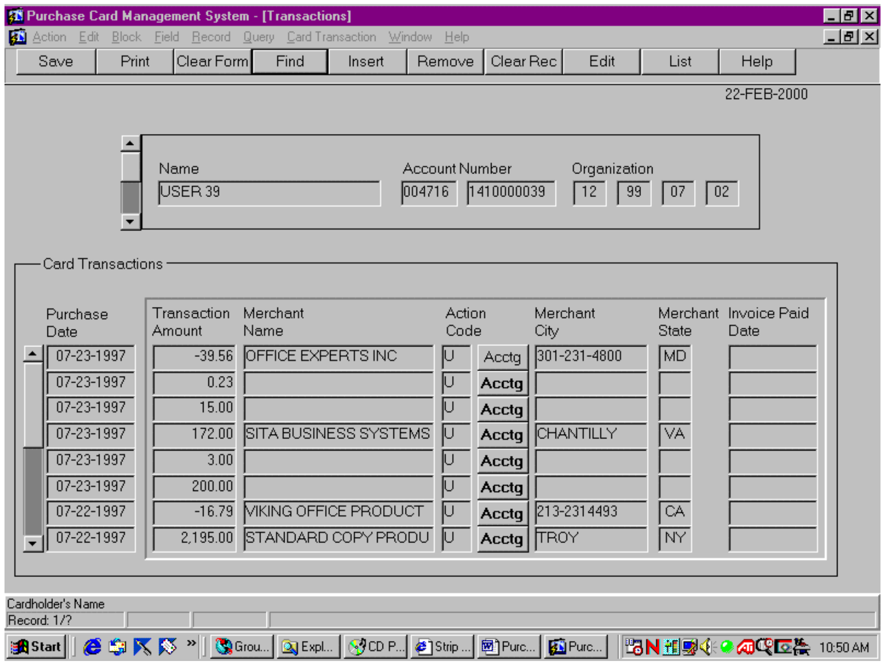
The system will automatically query the cardholder record attached to the user id that was used to log into PCMS.

To return to the PCMS Main Menu, select **Action>Exit**.

CARD TRANSACTIONS

The Card Transaction screen provides a summary of all transactions attached to a specific cardholder along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen. **Cardholders reconcile and dispute their own transactions.** Use the Card Transaction sub-option to query transactions, reconcile transactions, or to initiate a request to dispute a transaction.

When this sub-option is selected, the Transactions screen appears.



The following is a brief description of each field on the Transactions screen. Fields not requiring data entry are noted.

Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account).
ACCOUNT NUMBER	This field contains four parts: • The cardholder's program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the purchase card account number (Each part of this field can be queried.)

Fieldname	Description
Card Transactions *(Any of the following fields can be queried on. Use the scroll bar to view all the fields.)*	
PURCHASE DATE	The date the purchase was made.
TRANSACTION AMOUNT	The amount of the purchase.
MERCHANT NAME	The name of the merchant where the transaction took place.
ACTION CODE	The current action on the transaction: A = Approved D = Disputed R = Resolved Q = Questionable P = Partial U = Unapproved
[ACCTG]	Displays Transaction Maintenance screen with the transaction details. Transaction reconciliation is completed through the transaction Maintenance screen.
MERCHANT CITY	The merchant's city name.
MERCHANT STATE	The abbreviation for the merchant's state and county.
INVOICE PAID DATE	►This field will be blank because it is not currently being used.◄

Querying Transactions

When you first access the Transactions screen, it is already in the query mode. Use one of the following processes to query transactions:

1. Querying all transactions.
   a. Press **[Find]**.
   b. Use the scroll bar to the left under Card Transactions to view all transactions.
2. Querying for specific transactions.
   a. Query for all transactions by pressing **[Find]**.
   b. Position cursor in any field in the Card Transaction area and press **[Clear Form]**. The cardholder's name, account, and organization information remain while all fields in the Card Transaction area are cleared.
   c. Any field in the Card Transaction area can be queried on. Press **[Find]**. Enter the appropriate query data and press **[Find]**.

      For example:

      Enter an "A" in the ACTION CODE field to query all Approved transactions.

      OR

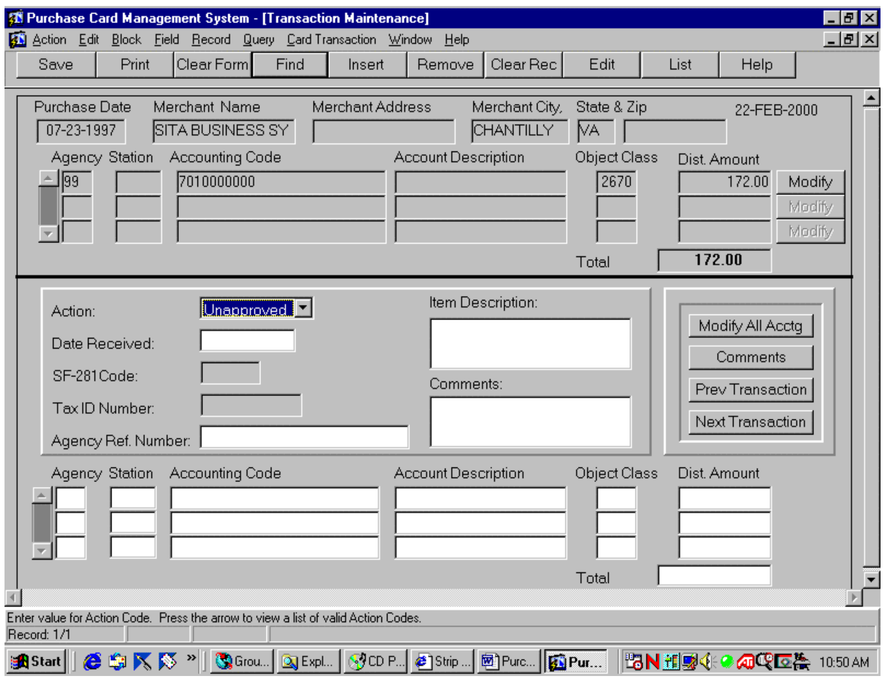
      View transaction amounts within a dollar range by placing > or < and the dollar amount in the TRANSACTION AMOUNT field (e.g., >50).

Viewing Transactions

To view a transaction, press **[Acctg]** next to the transaction of interest. The Transaction Maintenance screen appears detailing the transaction you selected. To return to the Transaction screen, click **Card Transaction>View Transactions**.

Reconciling Transactions

To reconcile accounting data for a specific transaction, press **[Acctg]** next to that transaction. The Transaction Maintenance window is displayed showing additional transaction and accounting data for the transaction selected.



Each field described below identifies the current transaction:

Fieldname	Description
PURCHASE DATE	The date the purchase was made.
MERCHANT NAME	The merchant's name.
MERCHANT ADDRESS	The street address of the merchant where the purchase was made. (If writing a check, the cardholder must type the merchant's street address.) (Alphanumeric, maximum 25 positions)
MERCHANT CITY	The city where the merchant is located. (If writing a check, the cardholder must type the merchant's city.) (Alphanumeric, maximum 25 positions)

Fieldname	Description
MERCHANT STATE	The state where the merchant is located. (If writing a check, the cardholder must type the merchant's state.) (Alphanumeric, maximum 2 positions)
MERCHANT ZIP	The Zip Code of the merchant where the purchase took place.
Current Accounting Fields *(The following fields identify the current accounting that the transaction is charged against.)*	
AGENCY	The agency code.
STATION	The accounting station code.
ACCOUNTING CODE	The accounting code against which this portion of the transaction is to be charged.
ACCOUNT DESCRIPTION	The description of the accounting code.
OBJECT CLASS	The BOCC. This code defines the nature of the services or goods being obligated. Refer to the Budget Object Classification Codes document at http://www.usda.gov/da/procure/pcard/pcguide.htm for a complete BOCC listing.
DIST AMOUNT	The amount of this transaction to be applied to this accounting code.
TOTAL	The total amount of the transaction.
Transaction Reconciliation Fields *(Complete the following fields when reconciling the transaction.)*	
ACTION	Select the appropriate action code from the associated drop-down menu: Approved Disputed* Resolved Questionable Partial Unapproved (Required) *Refer to *Disputing a Transaction* below.
DATE RECEIVED	Type the date the goods were received by the purchaser. (Date, 8 positions)
SF-281 CODE	Type the SF-281 code for the purchases over $2500. A list of values of values is available for this field. Refer to the Definition of SF-281 Codes document at http://www.usda.gov/da/procure/pcard/pcguide.htm for a complete listing of SF-281 codes. (Alpha, 2 positions)

Fieldname	Description
TAX ID NUMBER	Type the merchant's tax identification number or employee's SSN. (The cardholder does this only if writing a check.) A list of values is available for this field. (Numeric, 10 positions)
AGENCY REF NUMBER	Type the agency reference number. (Alpha, maximum 32 positions)
ITEM DESCRIPTION	Type the textual description of the items purchased. (If a check, the check number appears here.) (Alphanumeric, maximum 200 positions)
COMMENTS	Type any comments. (Alphanumeric, maximum 240 positions)
Only populate the following fields if the accounting is changing for the transaction.	
AGENCY	Type the agency code. (Numeric, 2 positions)
STATION	Type the accounting station code, if applicable. (Numeric, 4 positions)
ACCOUNTING CODE	Type the accounting code against which this portion of the transaction is to be charged. A list of values is available for this field. (Alphanumeric, maximum 25 positions)
ACCOUNT DESCRIPTION	Type the account description of the accounting code. (Alpha, maximum 20 positions)
OBJECT CLASS	Type the BOCC. This code defines the nature of the goods or services being obligated. A list of values is available for this field. (Numeric, 4 positions)
DIST AMOUNT	Type the amount of this transaction to be applied to this accounting code. (Required, numeric, maximum 9 positions)
TOTAL	The total amount of the transaction.

- To display or add comments about a particular line of accounting, place the cursor on that line of accounting and press **[Comments]**.
- To display the previous transaction, press **[Previous Transaction]**.
- To display the next transaction, press **[Next Transaction]**.
- To display the details of a dispute, click **Card Transaction>Maintain Disputes** from the menu bar.

Guidelines to Reconciling Transactions

- If the MERCHANT ADDRESS, MERCHANT CITY, MERCHANT STATE, and TAX ID NUMBER fields are white, the transaction is a check and the user is required to enter this information when the transaction is approved. NOTE: If the check is made out to a foreign merchant, enter the city, country, and zip code in the MERCHANT STATE field, two zeroes in the STATE field, and leave the ZIP field blank. Currently, this screen does not permit foreign addresses.

  If the MERCHANT ADDRESS, MERCHANT CITY, MERCHANT STATE, and TAX ID NUMBER fields are gray, the transaction is a purchase card transaction; the TAX ID NUMBER is provided by the bank.

- If the TOTAL amount of the transaction is greater than $2500, the SF-281 code becomes white and this code is required after the transaction has been approved.

  If the TOTAL amount field is gray, the transaction amount is less than $2500 and the SF-281 code is optional.

- Retail Credit/Debit Adjustments. When the posting process for transactions in PCMS ends abnormally, only a portion of the transactions are posted properly. In an attempt to correct the posting problem the original transaction is reversed and re-posted. This scenario is reflected when "Retail Credit Adjustments" and "Retail Debit Adjustments" appear in your list of transactions. Approve the debit and credit that cancel each other out and reconcile the second credit using the normal reconciliation process.

Modifying Lines of Accounting

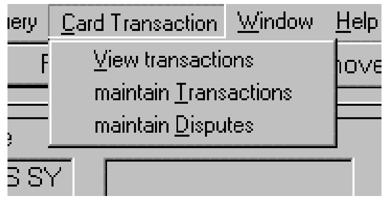
- To modify a line of accounting that is currently attached to the transaction, click **[Modify]** next to the line you want to change. That line is copied to the bottom part of the window, where you may change the data as needed. Repeat these instructions for each line to be modified.
- To modify all the current lines of accounting, click **[Modify All Acctg]**. All the current lines of accounting are copied to the bottom part of the window. Change the data as needed.
- You are free to type the accounting information into the fields displayed in the bottom part of the screen. After modifying all accounting, click **[Save]** to update the database.
- To return to the PCMS Main Menu, select **Action>Exit**.

Disputing a Transaction

Keep in mind that transactions are paid, then disputed. The cardholder must contact the vendor and try to resolve any dispute before processing it through PCMS. If the dispute with the vendor cannot be resolved, the cardholder is to contact the bank for assistance. The cardholder has 60 days to file a dispute. NOTE: Checks cannot be disputed.

If the dispute cannot be resolved, then process it through PCMS. From the Transaction Maintenance screen, select **Dispute** for the **ACTION** field. You will receive the following message, "This dispute will not be faxed to the bank until after it has been paid." Press **[OK]**. If the dispute is over merchandise not received, leave the DATE RECEIVED field blank until the merchandise is actually received. Fill out the rest of the fields on the Transaction Maintenance screen as described in *Reconciling Transactions* above.

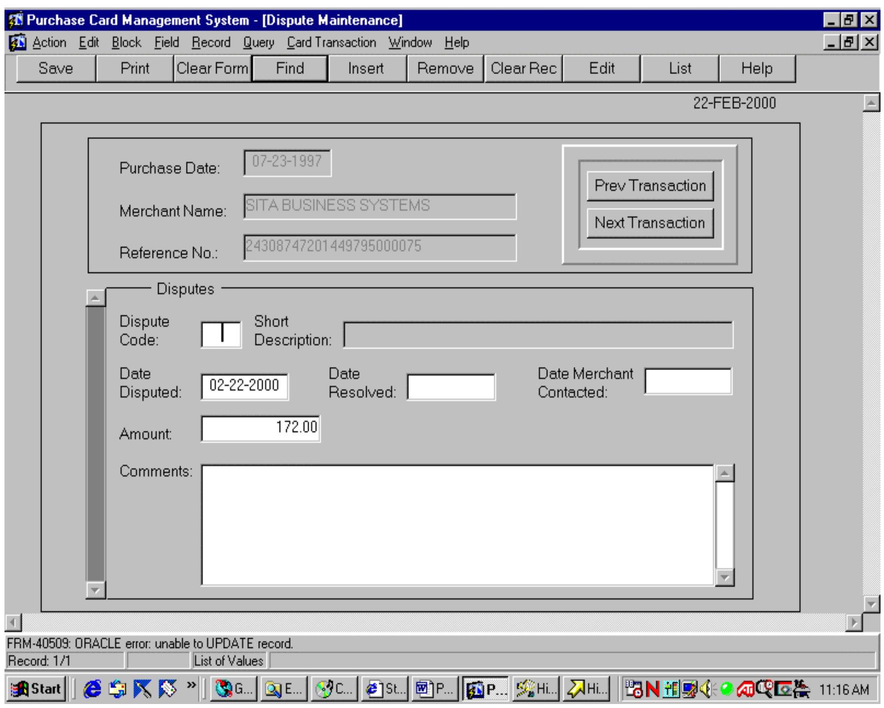
Now, go to the Dispute Maintenance screen by selecting **Card Transaction>Maintain Disputes** from the menu bar.



NOTE: If the transaction is a check, a pop-up window is displayed with the following warning:

You cannot dispute check transactions!

The Dispute Maintenance screen appears.



Complete the fields as follows:

Fieldname	Description
The system populates the following base information to initiate the dispute.	
PURCHASE DATE	The date the purchase was made.
MERCHANT NAME	The merchant's name.
REFERENCE NUMBER	The number assigned to the transaction by the input source.

<table>
<tr><th>Fieldname</th><th>Description</th></tr>
<tr><td colspan="2">Disputes
(The following fields must be populated detailing the dispute and its resolution.)</td></tr>
<tr><td>DISPUTE CODE</td><td>Enter the appropriate dispute code. Press [List] for a list of valid codes is available.

1 – Unauthorized mail or phone order
2 – Duplicate processing – the date of the first transaction was
3A – Merchandise or service not received in the amount of
3B – Merchandise or service not received in the amount of
4 – Merchandise returned in the amount of
5 – Credit not received
6 – Alteration of amount
7 – Inadequate description/unrecognized charge
8 – Copy request
9A – Services not received
9B – Services not received
10 – Not as described
11 – None of the above

(Alphanumeric, maximum 3 positions)</td></tr>
<tr><td>SHORT DESCRIPTION</td><td>The description associated with the dispute code. This data is displayed when a dispute code is entered.</td></tr>
<tr><td>DATE DISPUTED</td><td>The current date is generated. Tab to the next field to accept this date, or type the correct date (mm-dd-yyyy). This field should reflect the actual date the dispute was initiated.

(Date, 8 positions)</td></tr>
<tr><td>DATE RESOLVED</td><td>Type the date (mm-dd-yyyy) the dispute was resolved. Refer to Resolving Disputes below.

(Date, 8 positions)</td></tr>
<tr><td>DATE MERCHANT CONTACTED</td><td>Type the date (mm-dd-yyyy) the merchant was contacted.

(Date, 8 positions)</td></tr>
<tr><td>AMOUNT</td><td>Type the amount in dispute.

(Required, numeric, 11 positions)</td></tr>
<tr><td>COMMENTS</td><td>Type any comments. If Dispute Code 11 is selected, additional comments are required.

(Alphanumeric, maximum 240 positions)</td></tr>
</table>

After keying in the dispute data, press **[Save]** to update the database. You are returned to the Transactions screen. To return to the PCMS Main Menu, select **Action>Exit**.

Resolving Disputes

A dispute is resolved when the cardholder receives a credit from the bank. This credit will appear as a transaction on the cardholder's Transactions screen. The credit will balance the dispute.

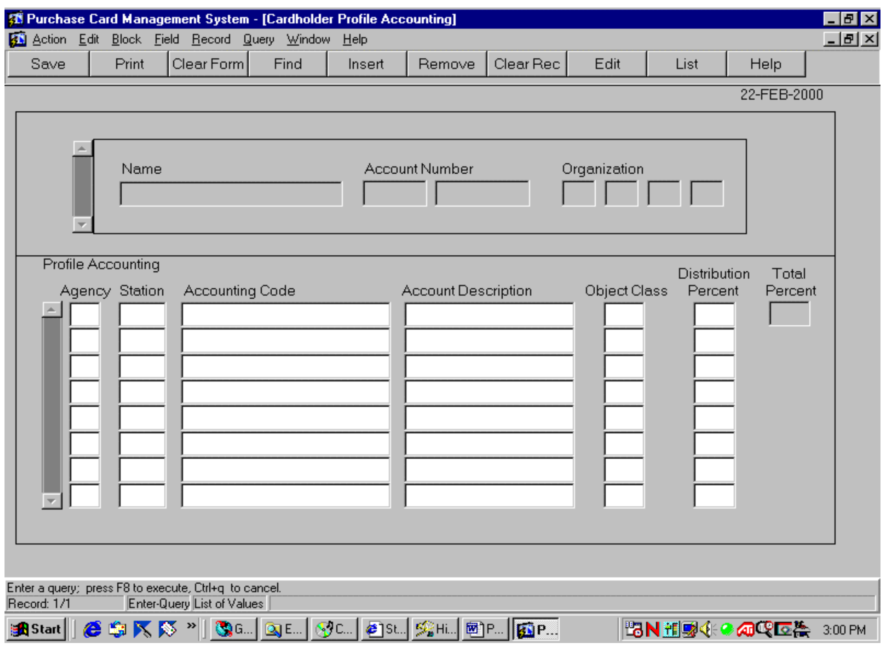
Pull up the Dispute Maintenance screen for the disputed transaction. Enter the **DATE RESOLVED**, select **Card Transaction>Maintain Transactions**, change the accounting information, if necessary, and change the **ACTION** to **Resolved**. Press **[Save]**.

Pull up the Transaction Maintenance screen for the bank credit on the disputed transaction. Update the screen according to the table above in *Reconciling Transactions* and enter **Approved** in the **ACTION** field. Press **[Save]**. NOTE: If you changed the accounting in the disputed transaction, you must also change it in the credit transaction. Accounting must be the same.

PROFILE ACCOUNTING

The Profile Accounting screen allows the cardholder to modify the existing profile accounting associated with their purchase card. NOTE: If the profile accounting for a cardholder record is changed too frequently, an alert will be sent to the LAPC.

When this sub-option is selected, the Profile Accounting screen appears.



The following is a brief description of each field on the Profile Accounting screen. Fields not requiring data entry are noted.

Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account).
ACCOUNT NUMBER	This field contains two parts: • The cardholder's program code • The last 10 digits of the purchase card account number (Each part of this field can be queried.)
ORGANIZATION	This field contains four parts: • The cardholder's department code • The cardholder's agency code • The cardholder's unit code • The cardholder's sub unit code (Each part of this field can be queried.)
Profile Accounting *(The accounting codes that purchases are to be charged against.)*	
AGENCY	Indicate the agency code that the purchase is to be charged against. (Optional, numeric, 2 positions)
STATION	Indicate the station code that the purchase is to be charged against. (Optional, numeric, 4 positions)
ACCOUNTING CODE	Indicate the accounting code against which this portion of the transaction is charged.* NOTE: The cursor may hesitate for a moment while the accounting classification code is being validated. If the code is valid, the cursor will move to the ACCOUNT DESCRIPTION field. If it is not valid, the appropriate message will be displayed. (Required, alphanumeric, maximum 25 positions)
ACCOUNT DESCRIPTION	Type the account description of the accounting code. (Alpha, maximum 20 positions)
OBJECT CLASS	Indicate a valid BOCC. Type in the BOCC or press [List] to select a code. Refer to the Budget Object Classification Codes document at http://www.usda.gov/da/procure/pcard/pcguide.htm for a complete BOCC listing. (Required)
DISTRIBUTION PERCENT	Indicate the percentage of this account to be applied to the transaction amount. (Required, maximum 3 positions)
TOTAL PERCENT	Non-entry field. The total percentage to be applied to the transaction amount. This field must equal 100 percent.

Fieldname	Description
Changes can be made to the following fields:	
AGENCY	The agency code that the purchase is to be charged against. (Numeric, 4 positions)
STATION	The accounting station code that the purchase is to be charged against. (Numeric, 4 positions)
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged. (Alphanumeric, maximum 25 positions)
DISTRIBUTION PERCENT	The percentage of the account to be applied to the transaction amount. (Numeric, maximum 3 positions)
TOTAL PERCENT	(Non-entry field.) The total percentage to be applied to the transaction amount. This field must equal 100 percent.

*If you press [Save] and an error message appears indicating incorrect accounting information, place your cursor on the line of accounting that needs changed and press [Remove]. This line of accounting will be removed allowing you to enter the correct accounting.

Querying Records

When you first enter the Profile Accounting screen, it is already in query mode. Press **[Find]** to query the profile accounting attached to your purchase card.

Updating Records

Once the accounting information is displayed on the screen, apply one of the following as necessary:

1. To completely change a line of accounting, place the cursor anywhere on that specific line and press **[Remove]**. That entire line of accounting is deleted. Type in the new line of accounting.
2. To change one of the accounting fields, place the cursor in the field to be updated and type in the new information.
3. To add a line of accounting, enter the new accounting on the next available line. Remember to balance the Distribution Percent between the lines of accounting; the Total Percent must equal 100.

Use the following guidelines in updating each of the accounting fields:

- **AGENCY** (optional) – Enter a valid agency code or leave it blank. If this field is left blank, the agency code that appears in the top region of the screen will be used when validating the accounting classification code. If an agency code is entered, it will be used for validation.

  NOTE: When using an accounting code that belongs to another agency, the agency code must be entered in order for the accounting classification code to validate.

- **STATION** (optional) – Enter a valid station (region + unit) or leave it blank. For agencies that use a station, this will be used to validate the accounting classification code. If left blank, the region and unit located in the top region of the screen will be used for validation.

- **ACCOUNTING CODE** (mandatory) – Enter a valid accounting code and press [Tab]. As soon as [Tab] is pressed, the system will validate the code before advancing to the next field. For agencies using NFC's Central Accounting System (CAS), the code will be validated against the MASC table. For those using the Federal Foundation Information System (FFIS), the code will be validated against the FFIS table.
- **DISTRIBUTION PERCENT** (mandatory) – Enter a valid number from 1 to 100. This amount indicates the percentage of each transaction to be posted against the code.

  REMEMBER: The total distribution percent must equal 100. You may not enter a combination of CAS and FFIS accounting.

After updating the appropriate fields, press **[Save]**.

NOTE: If you do not wish to save the changes made, click **Action** > **Exit** and the system will ask if you want to save the changes you made. Press **[No]**.

TIP:

Scenario: You remove the accounting information in preparation to update it and then decide you want to leave the record as it was originally.

Problem: Your fields are blank, you can't remember what the original accounting was to re-enter into the fields, and the system edits won't allow you to simply click on **Action>Exit** to close the screen.

Solution: Place the cursor in one of the accounting fields and press **[Find]**. A message will appear asking if you want to commit the changes. Answer **No** and it will put you in the Enter Query mode. Press **[Find]** again and the original data will be displayed. At this point you can click **Action>Exit** to leave the screen.

For FFIS Users Only

FFIS agencies have a new process for reconciling transactions. Once transactions are loaded into PCMS, within a short period of time the new interface runs and sends them to FFIS. The interface locks each transaction sent to FFIS until the transaction completes the FFIS/PCMS reconciliation. It could be between 12 to 48 hours or more depending upon completion of the FFIS processing before the transaction is unlocked and available for reconciliation/adjustment by the cardholder. Cardholders can run the Cardholder Report in PCMS to view the accounting status that indicates what transactions are locked. The following guidelines will aid cardholders on how to reconcile their transactions with the new PCMS/FFIS interface. A complete overview of the PCMS/FFIS interface will be provided in the near future on the procurement web site at http://www.usda.gov/da/procure.html.

Reconciling Transactions with the PCMS/FFIS Interface

1. Daily, Monday through Friday, new transactions from the bank are loaded into PCMS between 11:30 am and 12:00 pm CST. The accounting on these transactions can be changed between 12:00 pm and 8:30 pm CST (window of opportunity).
2. At approximately 8:30 pm CST, the interface runs that sends new transactions to FFIS to be paid. The interface locks every transaction sent to FFIS to prevent further changes and possible out of balance situations. When they try to change the accounting on a locked transaction, they will get the following message: "Accounting changes cannot be made until this transaction completes the FFIS/PCMS reconciliation."

3. When the transactions have been accepted by FFIS, they are sent back to PCMS and PCMS unlocks the transactions. Thus, the cardholder could change the accounting on the transactions. The account description field next to the accounting will say "Accepted by FFIS."

   NOTE: During a normal cycle where a file is passed to FFIS and FFIS returns a file to PCMS, the transactions would be locked until the next day. If a file is passed from PCMS to FFIS and FFIS does not process the file, the file would not get picked up until the following day. The transactions would remain locked until they are successfully processed and accepted by FFIS. Bottom line is it could be between 36 and 48 hours or more depending up completion of the FFIS processing before the transaction is unlocked and available for reconciliation/adjustment by the cardholder.

4. If the cardholder reconciles the transaction before the interface runs, the cardholder can change the accounting attached to the transaction.

5. If the transaction rejects in FFIS, the transaction will remain locked until the FFIS user clears the reject and FFIS subsequently sends the acknowledgement back to PCMS.

6. Cardholders do not "fix" rejected transactions; the FFIS user as designated by the unit completes that. Cardholders do need to cooperate with the FFIS user if information is needed about the transaction. The name of the cardholder is part of the transaction file that passes to FFIS.

7. Cardholders can run the cardholder report in PCMS, which has been updated to include the accounting status that indicates what transactions are locked. The following alpha characters are used to indicate the accounting status:

   O = Obligated

   P = Paid By FFIS

   L = Locked*****

   N = New (not obligated and not paid)

   *****When running Discoverer reports you will see that transactions with a status code of "R (Rejected)" have been rejected by PCMS when they returned from FFIS due to changes made by FFIS. NFC will send these transactions back to FFIS to resolve. The cardholder handles these transactions in the same way as "L" transactions. The accounting transactions with a status of "R" cannot be modified until the status is something other than "R". When the user attempts to change the accounting on a transaction with a status of "R" the following message will appear: *Accounting changes are not allowed due to FFIS processing.*

SECTION III. OVERSIGHT TOOLS

ALERTS

PCMS creates and provides alerts to assist in preventing fraud, waste, and abuse. When User Messages is accessed, all unread messages will be automatically queried upon entering the screen. Carefully read each message.

PCMS provides the following alert:

- Disputed Transaction not resolved in 30 days of dispute date.

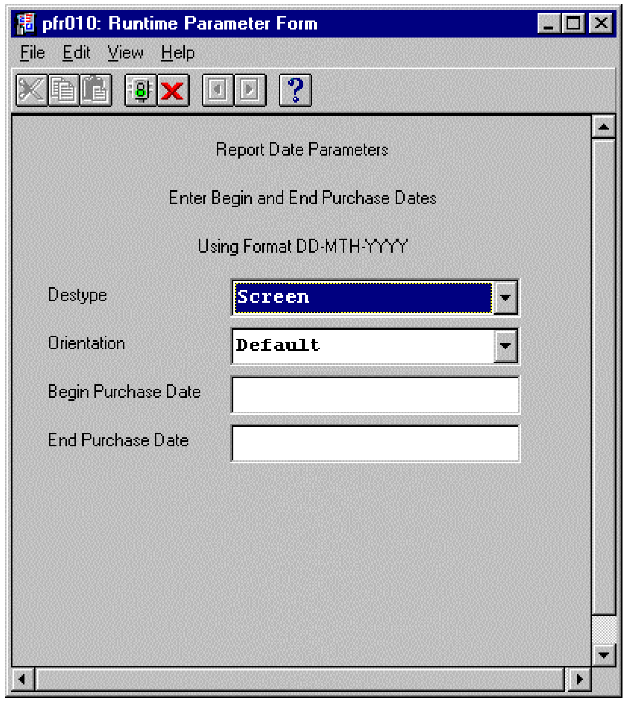
For cardholders responding to an alert message pertaining to a transaction, press **[View Transaction]**. The Transactions screen appears detailing the transaction in question. Closely review the transaction details. Make any updates to the Transactions screen as necessary and press **[Save]**. Press **Action>Exit** to return to the User Messages screen. Contact your LAPC, if necessary, to assist you in resolving the alert.

To close out any alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter any necessary details of the resolution to the alert in **COMMENTS**, and then press **[Save]**.

REPORTS MENU

Reports is an option on the PCMS Main Menu. This option provides a Cardholder Report sub-option that is used to generate a standard cardholder report showing all purchase card transactions for an account in a specified time period.

After you select the Cardholder Report option, the pfr010: Runtime Parameter Form window is displayed.

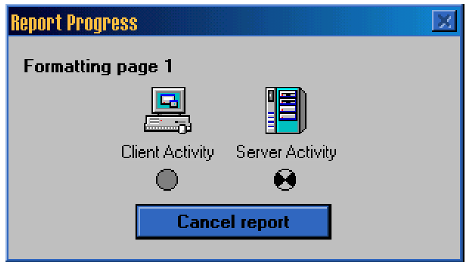


Complete the fields as follows:

Fieldname	Description
DESTYPE	Select an option from the drop-down menu. Screen is the default. *Screen* – Routes the output to the Previewer, truncates report if printed *File* – Saves the output to a file in DESNAME. *Printer* – Routes the output to a printer named in DESNAME. *Preview* – Routes the output to the Previewer, does not truncate report if printed. *Mail* – Sends the output to mail user specified in DESNAME. NOTE: Select Preview to ensure that the report is displayed online prior to being printed.
ORIENTATION	Select an option from the drop-down menu. Default is the default. *Default* – Means use the current printer setting for orientation. *Landscape* – Means the pages are wider than they are tall. *Portrait* – Means the pages are taller than they are wide. NOTE: Select Landscape to ensure that the report is printed in a landscape (horizontal) format.
BEGIN PURCHASE DATE	Type the beginning purchase date for the report. (Date, 7 positions)
END PURCHASE DATE	Type the ending purchase date for the report.

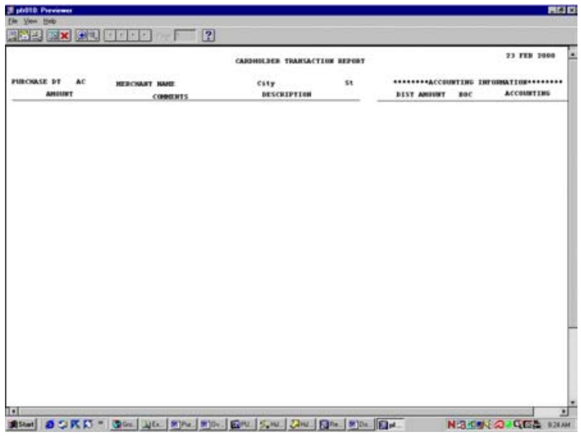
Fieldname	Description
	(Date, 7 positions)

Click the **Signal Light** button to generate the report to the requested destination type. The Report Progress pop-up window is displayed showing client and server activity.



To cancel the report, click **[Cancel Report]**.

If you selected the Preview option in the DESTYPE field, the Cardholder Transaction Report window is displayed detailing all cardholder transaction activity for the dates specified.



Use the magnify buttons on the toolbar in the upper left of the window to adjust the size of the Previewer contents.

For multipage reports, use the arrow command buttons at the top left side of the window to move through the pages. Note that to the right of the **Page:** field, you can enter the page number you want to go to and then press **[Enter]**.

Press **printer picture** button if you want to print the report. You can either print the entire report or selected pages. If the report is going to print truncated, the system will notify you before printing.

Press **[X]** to return to the PCMS Main Menu.

QUERY TOOL SOFTWARE

The Discoverer query tool software is used to run ad hoc reports that provide oversight to purchase card accounts and purchases including, but not limited to, management reports to monitor purchase card transactions and accounting reports to review the accounting information entered into the PCMS database.

Discoverer user materials are not included in this documentation and will be provided as a separate package at the time of training for this software.